

# English 2000

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## NATIONAL INSURANCE FORM

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To get a National Insurance Number, you need to make an appointment with your local Jobcentre. It is easier to do this once you have started your work placement as they will require some details from you.

To book an appointment, please call – **0800 141 2075**

Select: **option 2**. Followed by: **option 1**

You will be put in a queue so will need to wait until an advisor answers your call.

Ask them if you can apply for a National Insurance Number. They will then ask you the following questions. Please make sure you have all your details ready.

- Your accommodation postcode
- Your accommodation address
- Your contact telephone number
- Your full name
- Your date of Birth
- What type of work are you doing? (for example housekeeping, kitchen porter)
- When you arrived in the UK?
- If this is your first visit to the UK?
- Have you been on holiday to the UK?
- If you need help when you attend your Jobcentre Interview, they will provide this

The advisor will book you an appointment for you at your local jobcentre. They will then post a confirmation of your appointment to your accommodation.

Make a note of your booking reference number. If you need to change your appointment, please contact them and quote your booking reference number.

Please take 3 forms of I.D. with you: -

- Passport
- Student Card
- Contract of employment
- Contract from landlord
- Letter from School
- Or any other forms with your job details / address etc

We are not able to book appointments for you. If you need help, speak to a member of staff at the language clinic or to a supervisor at your workplace

Homestay addresses cannot be given as your address; this is temporary accommodation until you start your work placement, so please book your appointment once you have moved to your new accommodation.